

LMS Quick Reference Guide

Updating Your Profile

Your profile displays information such as your security role, username, name, address, and contact information. Depending on your role permissions, you can update your personal profile information.

To update your profile information:

1. Click the **profile** link at the top of any page or click the "[Change my profile](#)" on the **Getting Started** panel.
2. Make your required updates.
3. Click **OK** to save your updates.

Updating Your Preferences

Preferences allow you to set your selected language, time zone and shortcut boxes to display on your Home page.

To change your preferences information:

1. Click the "[Change my preferences](#)" on the **Getting Started** panel.
2. Make your required updates.
3. Click **OK** to save your updates.

Viewing Your Transcript

A training transcript is a personal listing of your completed training.

To view your transcript:

1. From the **Learn** menu, point to **Learning Activity Reports**, and then click **Training Transcript**.
2. [Optional] Click the **Print** button on the top right corner of the page to print the report.

Searching the Catalog

Use the catalog to view, register for, and launch learning activities within a category.

To browse the catalog:

1. From the **Learn** menu, click **Catalog**.
2. Click the category name where the required learning activity is stored.
3. Browse through the items in the category to locate the activity.

Viewing Your Training Schedule

1. From the **Learn** menu, click **Training Schedule**.
2. Select an item from the **View** list.

Note: This page displays all the activities for which you are registered, waitlisted, or pending approval. This also includes your completed training.

Accessing Online Help

1. Click the help link located at the top right corner of the page.
2. Use the left pane of the Help window to locate a help topic. The selected topic displays in the right pane.

Logging off

You can log off by clicking **log off** link at the top of any page. The system remembers any user preferences that you saved.